



Metropolitan Transportation Commission High School Internship Program

Student Application for Summer 2004 Internship

Personal Data

Name: _____

Address: _____
Street City Zip

Home phone: (____) _____ Cell phone: (____) _____

Pager: (____) _____ Best times to call: _____

E-mail address: _____

Date of Birth: _____
Month Day Year

If selected, can you submit verification of your legal right to work in the U.S.? _____

What cities will you be willing to commute to for this summer internship:

School Data

Name of high school you are currently attending: _____

Location of high school: _____
City County

Can Messages be left at your high school? _____ High school phone: _____

Current grade level in school: _____ Current grade point average: _____

What are you interested in as a career? _____

List all classes you are currently taking this semester.

Check which levels of math you have taken:

☐ Algebra I ☐ Algebra II ☐ Geometry ☐ Trigonometry ☐ Calculus

Interests

List any special hobbies or interests. List any organization, in school or outside of school, of which you are a member.

-more-

Skills

List any special skills, training, or study. Include languages spoken other than English.

Please provide information about your computer experience/knowledge. Check the appropriate

box if you know your way around a: ☐ PC ☐ Macintosh ☐ Other computer platforms: _____

Check below which software programs you are familiar with; indicate if you consider yourself to be a beginner, intermediate or advancer user of these programs.

☐ Microsoft Word _____ ☐ PowerPoint _____ ☐ Other _____

☐ Excel _____ ☐ Auto CAD _____ ☐ Other _____

Others: _____

List any previous volunteer or paid work experience, and your duties.

You may include a resume or a history of work/volunteer experience on a separate sheet of paper.

Letter of Recommendation/Cover Letter

☐ Recommendation is attached. Or ☐ Recommendation will be sent

☐ A cover letter briefly stating your interest in the internship program is attached

☐ Second recommendation is attached (if applicable). *Students with a GPA of 2.7 or lower must submit a second letter of recommendation.*

Applicant's Signature and Agreement

I hereby certify that the above information is correct and true to the best of my knowledge.

Signature of Applicant: _____ Date: _____

Application materials are due April 16, 2004, or open until filled.

Return application materials to:

Ann Macaulay, Human Resources Dept.
Metropolitan Transportation Commission
101 8th Street, Oakland, CA 94607
or fax to 510-464-7848

For more information contact:

Ann Macaulay at 510-464-7721
or amacaulay@mtc.ca.gov.